

OFFICIAL MINUTES
PERSONNEL BOARD MEETING
March 18, 2019

CALL TO ORDER

The meeting began at 5:31 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Vice Chair Joe Roberts, Board Member Ed Comerford
City Staff: HR Manager Monica Walker, Community Services Director Joanne Magrini, Community Services Superintendent Danielle Brewer
Public: None present

REVIEW OF AGENDA

No modifications to agenda.

APPROVAL OF MINUTES

Personnel Board Member Ed Comerford made a motion to approve the January 31, 2019 minutes. Vice Chair Joe Roberts seconded the motion. Motion approved.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

a. Food Services Coordinator Job Description

Human Resources Manager Monica Walker introduced Community Services Director Joanne Magrini and Community Services Superintendent Danielle Brewer (who directly oversees the Senior Center and the Food Services Coordinator position).

Superintendent Brewer gave a background of the Senior Center Lunch Program, which provides a full-service meal and salad bar for approximately 100 people per day. It is a county-funded program (via a federal grant that provides ~\$140,000 per year to support the program). Currently the staffing consists of two supervisors (one supervisor who oversees activities and transportation, and another supervisor who oversees the food services and lunch program) and one coordinator (who oversees the volunteer program, special events, information referral, and rentals).

Many years ago, the Senior Center was staffed by four full-time employees, two funded by the City and two funded by a non-profit. About nine years ago, the two non-profit employees (overseeing information referral and nutrition, respectively) were officially hired by the City. At the time of their hire, they were being paid by the non-profit in an amount equivalent to that of a supervisor at San Bruno, so the City appointed them at a supervisory level – although their job duties did not match the job description of a supervisor – with the knowledge and understanding that with attrition, the “supervisor” positions would eventually be reclassified so that they would more accurately represent the functions of the job. This has already been done to one of the positions – the information referral position was transitioned into a Recreation Services Coordinator. At this time, due to a resignation/retirement, the remaining nutrition position is being converted into a Food Services Coordinator so that it reflects the correct classification. This will result in a salary savings that will be used for part-time clerical work.

Human Resources Manager Monica Walker clarified that there are no changes being made to the existing Recreational Services Supervisor job description, which still exists for other employees in

other areas. The Food Services Coordinator position is a new job description to correctly classify the functions of the Supervisor that used to oversee the food program at the Senior Center.

Under General Purpose:

Vice Chair Joe Roberts asked about the term “older adults” and recommended using “seniors” instead. Superintendent Brewer explained that there is an effort to avoid using the word “senior” when referring to older adults, and instead offered the verbiage “50-plus adult” or “adults 50 and older” as an alternative.

Under Supervision Received:

Board Member Comerford recommended removing “and/or” from “immediate **and/or** general supervision.” Group agreed to remove “immediate and/or general”

“Works under the ~~immediate and/or general~~ supervision of a Community Services Superintendent or designee.”

Under Essential Duties and Responsibilities:

Vice Chair Roberts asked if this phrase could be reworded: “enter data and financial records into a computer.” HR Manager Walker, Superintendent Brewer, and Director Magrini clarified that sometimes the data is entered as handwritten language.

Input computer data and financial records pertaining to kitchen expenses and county grant data.
Attend quarterly meetings to comply with grant finding.

Vice Chair Roberts asked if “various backgrounds” is needed. Superintendent Brewer and Director Magrini clarified that this refers to various backgrounds in food experience level. Added the following **language**:

Hire and supervise part-time staff, volunteers and 50-plus adults from various **food service** backgrounds and age groups during daily meal preparation. Meet regularly with kitchen staff and volunteers to review procedures. Provide training for lunch registration and kitchen volunteers.

Since reference to “older adults” and “seniors” had been discussed earlier in the meeting, HR Manager Walker recommended replacing all references to “senior” with “50-plus adults.”

Hire and supervise part-time staff, volunteers and **50-plus adults** from various food service backgrounds and age groups during daily meal preparation. Meet regularly with kitchen staff and volunteers to review procedures. Provide training for lunch registration and kitchen volunteers.

Assist in the development, scheduling and implementation of lunch time activities and programs, with understanding of **50-plus adult** and program needs.

Board Member Comerford asked if “maintenance work” is performed as needed? Superintendent Brewer explained that maintenance is a daily occurrence (emptying garbage, changing towels, etc.). Vice Chair Roberts asked if “maintenance” is too broad, and recommended “general maintenance” instead.

May perform needed custodial and **general** maintenance work as required.

Under Education and Experience:

Superintendent Brewer explained that although the Recreation Services Coordinator requires a bachelor's degree, candidates in the food service industry usually have a two-year or AA/AS degree from a community college. Board Member Comerford expressed concern that only City College of San Francisco (CCSF) offers a two-year degree, and asked what type of degree the San Francisco Culinary School offers. HR Manager Walker looked up the school's website during the meeting and found that the school offers a Certificate in Culinary Arts. Based on this information, HR Manager Walker recommended offering two tracks for education: **1) AA/AS in hospitality management, culinary arts, institutional food preparation management, closely related field; or 2) Certificate in Culinary Arts from an accredited cooking school.**

Associate of Arts (AA) or Associate of Science (AS) degree from a two year college or university with a degree in hospitality management, culinary arts, institutional food preparation management, or a closely related field **–or– Certificate in Culinary Arts from an accredited culinary school**

Board Member Comerford expressed concern over only requiring one year experience; HR Manager Walker explained that candidates may have gained other part-time work experience while attending school, and the City did not want to limit candidates. She explained that the City could always screen for higher amounts of experience, and that the Department would ultimately choose the best candidate for the position. Director Magrini agreed. Board Member Comerford stated that although the job description indicates that there is *preference* for more, it comes across as vague. Superintendent Brewer explained that *experience* weighs higher than *number of years*. Board Member Comerford asked what *type* of experience is desirable. Superintendent Brewer stated that experience in a city setting or hotel is preferred. Board Member Comerford requested that "institutional food preparation" be included in additional experience and training.

Additional **experience and training** in **institutional food preparation**, community center use, nutrition, menu planning, and food preparation is desirable.

Under Special Requirements:

Board Member Comerford asked if the requirements needed by end of probationary period are things that the City needs (for example, certification in food safety). Superintendent Brewer explained that other Senior Center staff already have it, and San Mateo County only requires one person on staff to possess it. The Food Services Coordinator employee would eventually need to get it. The Department has allotted money in their budget to pay for the certification.

Under Tools and Equipment Used:

Vice Chair Roberts clarified that only "automobiles" are used and not trucks. Vice Chair Roberts asked when a "radio" is used and Superintendent Brewer explained that radios are used when communication is needed during an emergency.

Under Physical Demands:

Superintendent Brewer explained that the ability to lift 50 pounds is necessary and the board agreed.

Board Member Comerford motioned to approve the Food Services job description with recommended changes. Vice Chair Roberts seconded the motion. Motion approved.

b. Discuss Annual Report to City Council (Presentation Date)

HR Manager Walker confirmed that Chair Ed Fuentes will make the presentation on April 9, 2019.

c. Report on Recruitment Information

HR Manager Walker reported that the list represents all the current active eligibility lists, and the ones that have been exhausted have been marked in gray. Most positions have been filled with the exception of a few that are in advanced/final stages of the recruitment process. Since the Personnel Board Meeting was only a few weeks ago, the list may look very similar with the addition of these few eligibility lists at the bottom.

BOARD MEMBER COMMENTS

No comments.

ADJOURNMENT

Board Member Comerford motioned to adjourn the meeting at 5:56 p.m., seconded by Vice Chair Roberts.